

20 Aug 1980

MEMORANDUM FOR:

FROM:

Chief, Information Technology Branch

SUBJECT:

Classification Review Procedures

1. The Information Technology Branch, ITB, has been concentrating much of its efforts on bringing OIS' automated systems that were developed in the past independently of each other into a common format. As these systems are brought into OIS' control, they are enhanced, modified, and changed to conform more to the needs of the user and hopefully to the Agency.

2. The first of these systems to be brought under OIS' control was IP Log. IP Log is a system designed by the Information and Privacy Division, IPD, to serve as a record of all cases handled by IPD. It is now an OIS data base and maintained and secured by ITB.

3. The next system that was considered for transfer to OIS was DECAL. DECAL is a system designed by IPD as an index to documents that are released to the public, either in whole or sanitized. DECAL was developed using OCR facilities, it does not have program edits to assume uniform data, there are no hard fast rules for what is input or how it is input. The documents that are records¹ DECAL are destroyed after a few years in accordance with the IPD Records Control Schedule. As a result many of the documents have been lost, particularly copies of the sanitized versions. To overcome this in the future, IPD has started microfilming the documents before they are destroyed. To fully understand DECAL and to recommend enhancements that would be beneficial to IPD and other Agency components, ITB has interviewed members of the DO, NFAC, and DDS&T FOIA/PA offices, Directorate RMO's and some office level RMO's. Additionally, we took another look at DARE and the CRD procedures that concern documents less than 20 years old.

4. The DDS&T FOIA/PA officer does not maintain an automated system to record documents that are reviewed for FOIA/PA/EO requests. There is no centralized procedure for the marking of documents that have been declassified or keeping copies of documents that have been sanitized. The DDS&T components differ in the way they handle these records.

5. The NFAC FOIA/PA officer maintains some ~~record~~^{MANUAL} records of some items that are reviewed and released. At least one NFAC office maintains a manual record of documents reviewed and released in accordance with FOIA/PA/EO requests. There is no automated system in NFAC that records FOIA/PA actions taken on NFAC documents. There is no centralized procedure~~s~~ in NFAC for retaining copies of sanitized documents or marking the records copy of documents that are declassified and released.

6. The DO FOIA/PA function is supported by a computer system. This system is now undergoing enhancements that will permit it to record all documents released through the FOIA, PA, EO and litigation processes that are reviewed by the DO. The DO system records the case number assigned by IPD. Until now the DO has not retained copies of documents that were reviewed and released; however, they will soon start microfilming the DO documents that are reviewed and released in whole or in part. They are going to propose that the film be retained for 30 years.

7. DARE was designed to record^{AS} actions taken on permanent documents that are 20 years old^{AS} a result of the systematic review. It was assumed that since CRD would be concerned with records that are 20 years old that the records to be reviewed would be in the Agency Records Center. Therefore, DARE was designed on the premise that all records would have a job number, a box number, and a folder number with CRD adding a document number to complete the base~~is~~ information necessary on each record reviewed. This system worked

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fine as long as the review was restricted to records retired to the Agency Records Center.. What has happened is CRD is reviewing documents that are in other records series, therefore, fictitious data was developed for the ~~the~~ mandatory fields in DARE. Also as CRD got into other areas of reviews some codes were added to existing fields. CRD is now proposing that all classification actions taken by anyone in the Agency on permanent records be forwarded to them for inclusion in DARE. This would include those in DECAL.

8. There is still another consideration in the declassification of documents, particularly of Finished Intelligence Reports. That is, the reference copy maintained by OCR. OCR needs to know when the classification is changed on a document that is in their system. There are provisions in ADSTAR to notify requestors of a classification change, however, someone must notify OCR. Additionally Top Secret control needs to be notified ^{ليس} ~~with~~ TS documents are downgraded or declassified.

CONCLUSION

While the FOIA, PA, EO, and systematic reviews are moving along and apparently the individual systems are serving the particular ^{SEDS} ~~needs~~ of the activity concerned it is obvious there is little meaningful communications or coordination and no central procedures for the handling of documents that are reviewed. Copies of sanitized documents are not always retained, the official records copy of Reports and memos are ^{not} ~~marked~~ to reflect downgrading or declassification action. OCR is not notified when the classification changes and TOP SECRET control is not notified when action is taken on TS documents. (SEE ATTACHED CHART AND SAMPLES OF SPECIFIC CASES CHECKED BY ITB AS A PART OF ITS REVIEW)

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RECOMMENDATIONS

1. That [] be rewritten to have actions on released documents sent to IPD rather than CRD.
2. That IPD enter all FOIA and EO requests into DECAL and microfilm of copy of the documents released.
3. That a notice be generated from the DECAL system on each document and forwarded (3 copies) to the OPI/RMO.
4. That the OPI/RMO put the original of the notice with the document (use form 490k if document in Records Center); send one copy of the notice to OCR if a publication; and send one copy of the notice to TOP SECRET Control if document is TS.
5. That CRD notify the OPI/RMO of each document on which they take action that has not been retired to the Agency Records Center. This would include all NA, SD, PL, AW and GG job numbers. []

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